



Town of Merrimack, New Hampshire

6 Baboosic Lake Rd · Merrimack, NH 03054 · www.merrimacknh.gov

October 26, 2015

REQUEST FOR BID PRINTING OF TOWN ANNUAL REPORT

Bids will be received by the Town of Merrimack until 2:00PM on Friday, November 6, 2015 for printing and binding 750 copies of the 2015 Town Report (approximately 220 numbered pages in each copy) in accordance with the enclosed detailed specifications and with the following conditions:

The bid shall be submitted on the Bid Form furnished herewith and shall exclude state and federal taxes not applicable to municipalities. The bid price shall be quoted F.O.B. Town of Merrimack, 6 Baboosic Lake Road, Merrimack, NH 03054, exact location to be determined.

The Town reserves the right to reject any or all bids, to waive irregularities in the bids, and to accept the bid which best serves the interest of the Town.

Bids must be sealed and marked "Bid on 2015 Town Report" and be received by the Town of Merrimack Finance Department at 6 Baboosic Lake Road, Merrimack, NH 03054 by the date and time specified above.

It is the bidder's responsibility to confirm the bid is received by the Finance Department by the date and time specified.

A print-ready copy on disc and in pdf format for printing of the **cover** and all **white** bond pages, including embedded digital images, will be delivered to the successful bidder on or before March 1, 2016. A print-ready copy for printing of all **blue** bond pages (budget section) will be delivered to the successful bidder on March 16, 2016. On this basis, the bidder must guarantee that completed Town Reports will be delivered no later than April 4, 2016. *Note:* deadlines for reports are governed by NH RSA 32:5 VII(a) and RSA 40:13 VII. Fines and/or penalties incurred for the late delivery of reports will be the responsibility of the printer.

The Town of Merrimack's Purchasing Policy is available on the Town's website: <http://www.merrimacknh.gov/finance-department/pages/bid-opportunities> ; a copy may be obtained by contacting the Purchasing Agent.

For additional information contact Xenia Simpson, Purchasing Agent, at xsimpson@merrimacknh.gov or (603) 424-7075



TOWN OF MERRIMACK, NEW HAMPSHIRE

FINANCE DEPARTMENT
6 Baboosic Lake Road
Merrimack, NH 03054

Tel: 603-424-7075
Fax: 603-424-0516

BID SPECIFICATIONS

2015 TOWN REPORT

For Bidding Purposes, Each Town Report Shall Consist of:

- Front and back cover of 10 point coated (both side) cover stock with four-color printing on one side and black ink printed on the other side. Front and back cover to have glossy finish.
- The cover stock shall be white.
- 90 sheets of 8.5" X 11" 60# bond with black ink printed on both sides (90 sheets double sided= 180 numbered pages).
- The bond shall be blue and white with 20 sheets of blue (40 numbered pages) and 90 (180 numbered pages) of white in each town report.
- Eleven (11) of the Town Reports shall have GBC/spiral comb binding.
- The remaining 739 Town Reports shall have perfect/glued binding with a printed spine.
- All photographs to be included will be pre-embedded by the Town and all pages will be submitted in pdf format.
- Printer will be responsible for final page numbering.

The actual number of bond sheets to be included in each Town Report may be more or less than 110 (220 numbered pages in total). Likewise, the actual number of bond sheets to be of each color may vary. Therefore, please indicate on the Bid Form the cost for 100 Town Reports that would be added to or deducted from the bid for:

- Each sheet of bond (double sided) that deviates from the 110 sheets on which the bid is based (materials and printing of two numbered pages).
- For each sheet of white bond that is substituted for blue bond (materials only).



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Bid on Town Annual Report BID FORM

Must be received by 2:00 PM on Friday, November 6, 2015

BASE BID

Total price to print and deliver 750 copies of the Town Annual Report for 2015 as specified:
\$ _____

BID ADJUSTMENTS

For each sheet of bond that deviates from the 220 sheets reflected in the above Bid Price (materials and printing of two numbered pages), ***lump sum for all 750 reports***
\$ _____

For each sheet of white bond that is substituted for blue bond, ***lump sum for all 750 reports.***
\$ _____

For an additional 100 ordered after print run
\$ _____

If a related Purchase Order is received by November 19, 2015 and a print ready copy with all white bond pages and the cover is submitted by the Town on or before March 1, 2016, and a print ready copy of all blue bond pages is submitted to the bidder by March 16, 2016, delivery of the Town Reports is guaranteed to be made by April 4, 2016.

The foregoing bid is provided in accordance with the Town's bid invitation and specifications dated October 26, 2015, except as follows:

Bidder _____
Street Address _____
City, State, Zip Code _____
Phone No: _____ Fax No: _____
Authorized Signature _____
Printed Name _____ Date _____
E-Mail: _____